

OFFICE OF TRAINING BULLETIN

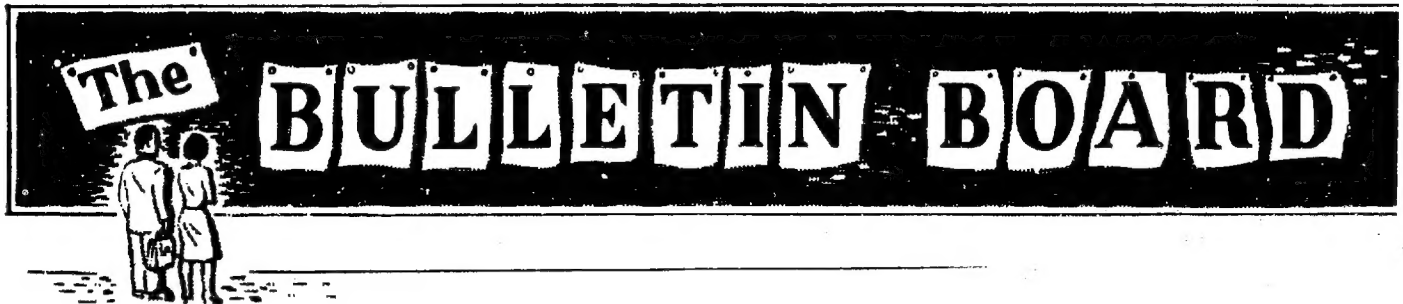
Number 61



January 1962

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DOC	1	REV DATE	6 JAN 1961	BY	029725
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REGISTRATION DATES AND COURSES FOR SELF-IMPROVEMENT PROGRAM

Because of the continued expression of interest in an off-duty academic studies program, a number of hitherto indefinite statements can now be replaced by some facts and reasonable conjectures. Here are some new developments.

Arrangements are progressing for a general registration at the Headquarters Building on 29, 30, and 31 January 1962 looking toward the initiation of courses in the week beginning 12 February 1962, under the auspices of George Washington University's College of General Studies. In mid-January a Special Bulletin will be issued, including registration dates and details of matriculation.

Costs of the GWU courses will be \$20.00 a semester hour. Each course will carry three semester hours credit; and will be conducted one evening a week for fifteen weeks. Other than the \$60.00 per course, there will be no charge except for the purchase of books. Deferred payments for a course will be acceptable to the University on the basis of \$20.00 at registration and \$20.00 at one month intervals.

Sessions will be two hours, probably beginning at 6:00 p.m. or shortly thereafter. Generally, classes at the new building will be conducted in the 1D-Section, where a group of OTR classrooms will be located. For the first several weeks of after-hours academic classes, however, it may be necessary to use other locations in the new building.

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REGISTRATION DATES AND COURSES FOR SELF-IMPROVEMENT
PROGRAM (cont.)

Most of the instructors will be Agency personnel. Some Agency employees who responded to an earlier invitation to instruct have already received forms from the Registrar, OTR, and have applied to the University as prospective instructors. There are still opportunities for other qualified instructors to apply for consideration.

It is reasonably certain that many of the following courses will be conducted:

Political Science 9: Government of the United States
Structure, powers, and operation of the Federal Government:
Congress, the President, and the Supreme Court; elections,
political parties, and pressure groups.

Political Science 111: Introduction to Comparative Government
Government and politics of the principal constitutional
democracies of Western Europe: Great Britain and France.

Political Science 171: International Politics
Basic forces underlying the conduct of international relations
and the formation of foreign policy; power politics, imperialism,
collective security, and international cooperation.

Business Administration 101: Introduction to Business
The business decision-making process; decision areas, tools,
and variables; business environment.

Business Administration 131: Business Finance
Basic principles involved in the financing of business enterprises.

Business Administration 138: Investments
Analysis of factors of investment credit with application to
different types of investments, proper selection of investments
for various classes of investors, regulation.

Economics 1: Principles of Economics
Survey of the major economic principles, institutions, and
problems in contemporary life.

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REGISTRATION DATES AND COURSES FOR SELF-IMPROVEMENT
PROGRAM (cont.)

Accounting 1: Introductory Accounting

Basic principles underlying accounting records, preparation of the work sheet and financial statements, accounting for single proprietorships and partnerships.

Psychology 1: General Psychology

The fundamental principles underlying human behavior.

History 71: The Development of the Civilization of the U. S.

The political, social, economic, and cultural forces of the United States in their world setting from 1492 to 1865.

Geography 51: Introduction to Geography

A study of place attributes and characteristics, patterns and associations of physical and cultural earth features.

English 1: English Composition

Review of grammar, exercises in composition, readings.

In addition to the above, other courses appearing in the College of General Studies 1961-62 Bulletin can be offered -- if enrollments are sufficient -- in these fields of study: Accounting, Business and Public Administration, Economics, English, Geography, History, Mathematics, Philosophy, Political Science, Psychology, Sociology and Anthropology, or Statistics.

For enrollees at registration time, transcripts of prior credit will not be required by the University. Students may, if they desire and are qualified, take two courses, each on a different evening. Also, any course listed in the Bulletin of GWU's College of General Studies can be added to the registration list if an Office Head (or a Training Officer or Administrative Officer acting for him) can give reasonable assurance that there will be a minimum of ten students. In such cases the Registrar, OTR, should be notified promptly and he will then initiate arrangements for the course. Some employees in ORR are conducting an informal canvass to determine if there are enough interested in a specific graduate-level economics course to warrant negotiations being initiated with American University. If interest is sufficient, details of these registration arrangements will be added to the mid-January Special Bulletin.

The off-campus program is a self-improvement program. Any Agency employee may participate, but approval will not be given for sponsorship at Agency expense unless the need for sponsorship can be fully justified by an Office Head. In such infrequent cases OTR will support

REGISTRATION DATES AND COURSES FOR SELF-IMPROVEMENT
PROGRAM (cont.)

on a reimbursement basis only. It is not planned to extend this opportunity to non-CIA employees, except possibly to adult dependents. In the case of the latter, decision of the Office of Security is governing and any request for acceptance of dependents in this self-improvement program must be cleared through security channels.

It is highly probable that subsequent Bulletins of George Washington University will include mention of the fact that the Agency is participating in GWU's off-campus program. Since many employees may subsequently wish to transfer credit for GWU off-campus courses to other local colleges or universities, this will tend to further identify these headquarters offerings as "CIA-courses" in the collegiate community. Therefore, employees who are interested in this program, yet who are prohibited from overt identification, should consult with appropriate cover and security officials before registering. For candidates who might be affected, the Registrar, OTR, will be glad to furnish information on the extent to which Agency affiliation is disclosed in the University's registration forms.

CHINA FAMILIARIZATION COURSE

To meet the requests of Training Officers and other Agency personnel, we are listing the dates of OTR's China Familiarization Course for the remainder of Fiscal Year 1962.

No. 8	22 January - 26 January
No. 9	19 March - 23 March
No. 10	14 May - 18 May

The China Familiarization Course is a one-week program of about forty hours. The time is divided between language familiarization, which includes use of the Wade-Giles system of recording Chinese syllables and the use of the "telecode" book of Chinese characters, and area familiarization, which stresses the contemporary factors of the People's Republic of China, its party-governmental structure, economics, geography, and personalities. Training Officers are reminded that this course is conducted in [REDACTED] Arlington Towers.

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VOLUNTARY LANGUAGE TRAINING PROGRAM

The Fall-Winter Semester of the Voluntary Language Training Program (VLTP) began on 11 September 1961, with 209 students enrolled in 29 classes. Languages of study are: Chinese, French, German, Italian, Russian and Spanish. Compared with last semester, enrollment at the elementary level held steady in Chinese, German and Spanish, dropped somewhat in Italian and Russian, and increased markedly in elementary French. The semester began with six sections in French 101 (Elementary) with 52 students enrolled. The number of classes at the intermediate or 200 level again remained constant, with students enrolled in Chinese 204, French 201, German 202 and Spanish 201. Only two Seminars are being given this semester, in French and Spanish.

Registrations are now being accepted for the Spring-Summer Semester, which will begin on 5 March 1962 and end on 27 July 1962. Training Officers and prospective students should note that the deadline for registrations is 9 February 1962.

It is anticipated that most early morning and after hours classes will be held in the OTR classrooms at Langley. If enrollment warrants, however, a few classes may be held in [REDACTED] Arlington Towers in order to accommodate students whose offices will not be moving to Langley. A Special Bulletin will announce these details prior to the beginning of the Spring-Summer Semester.

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The following courses will probably be offered next semester:

Chinese 101, 102 and 103.
French 101, 102, 201, 202 and Seminar.
German 101, 102, 103 and 203.
Italian 101, 102 and 201.
Japanese 101.
Russian 101 and 201.
Spanish 101, 102, 201, 202 and Seminar.

In addition, any course for which a minimum of five students is registered for a given language at a given level for which an instructor is available will be presented.

Prospective students and Training Officers are reminded that:

- (a) Completion of the Foreign Language Aptitude Test (FLATB) is a requirement for all new students;

(b) The Agency Proficiency Test in the language of study is required for entrance at the 200 and Seminar levels;

(c) Training requests (Form 73) should be in the Registrar's Office by 9 February 1962.

Questions concerning registration will be answered in the Admissions and Information Branch/RS/TR, extension 8272 or 8273. Inquiries on placement in all classes above the 101 level should be referred to the Language and Area School, extensions 2470 and 2873.

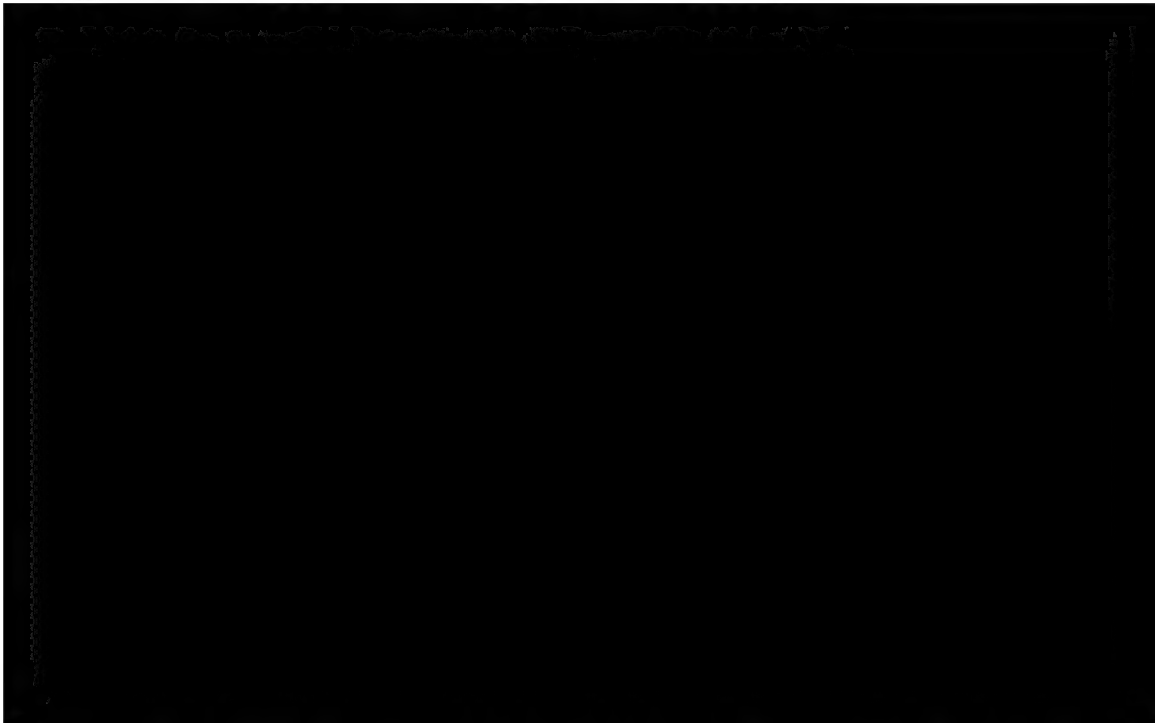
COURSE FOR INSTRUCTORS OFFERED BY OFFICE OF TRAINING

25X1A Training Officers may be interested in arranging an Instructor Training Course for individuals in their offices who have teaching responsibilities. The substance of OTR's course can be adapted to individual needs or to those of a group. A full course or a segment of the course can be given. Or, if a person needs some guidance or assistance in deciding on or using a particular technique in teaching, this too can be arranged. [REDACTED] the Chief Instructor, handles all arrangements for the Instructor Training Course. His telephone extension is 8017.

NON-OTR OFFICES INVITED TO USE BULLETIN

All Agency offices are reminded that they are welcome to use the OTR Bulletin for announcements of courses, exhibits, special seminars and the like. The Bulletin is published on a bimonthly basis -- Regular and Clandestine Services editions -- and receives Agency-wide distribution. If you have material you wish included in a future issue or if you have questions on distribution, call [REDACTED] of the Admissions and Information Branch/RS/TR, extension 8271. 25X1A

STUDIES IN INTELLIGENCE -- ANNUAL AWARD



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For 1962 the award has again been left unrestricted as to subject matter and is offered broadly for the most significant contribution to the literature of intelligence as defined in the masthead of the Studies. The fall issue is the last of the year. The manuscript deadline of 15 August is thus the latest date when contributions can be entered to compete for the 1962 award.

OTR'S SCHEDULE OF COURSES FOR 1962

OTR's Schedule of Courses for 1962 was distributed this month to Training Officers in DDP, DDI and DDS. Two editions (Regular and Clandestine Services) were published. Extra copies are available in the Admissions and Information Branch/RS/TR, extension 8271.

LOCATION OF OTR'S CLASSES

OTR's classes in the first quarter of 1962, with the exception of language and area instruction, will be held in [REDACTED] R&S, and Alcott Hall. Training Officers will be informed when classes are to be relocated in the Langley Headquarters Building.

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LOGISTICS SUPPORT COURSE TO BE GIVEN IN FEBRUARY

The Logistics Support Course is scheduled to be given from 12 February through 23 March 1962. It is full-time for six weeks, and is divided into two phases of four weeks at headquarters and two weeks at [REDACTED]

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The Office of Logistics gives the course and has organized it so that Phase I includes the subjects of supply, procurement, transportation, real estate, and printing services in the Agency. There are lectures and study materials which also deal with logistics planning, Type II station accountability, and the headquarters and overseas responsibilities of a Logistics Officer. In the second or field phase, students participate in logistical field activity, including financial property accounting (FPA), stock control, M/R accounts, and field supply problems. This phase also covers logistical support [REDACTED]

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[REDACTED] Class sessions are supplemented by films, seminars and a field-support problem.

Agency employees usually take both phases. However, a person may take one phase only if there is sufficient reason for his doing so.

For such approval and for further information on the course, call [REDACTED] 25X1A
[REDACTED] TO/OL, extension 2596.

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APPROVALS BY MEDICAL STAFF REQUIRED FOR FIELD TRAINING

[REDACTED]

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is the one to be checked and immediately under it should appear the title and date of course of application.) After the Medical Staff indicates its approval with stated reservations, or its disapproval on the form, a copy is sent to Admissions and Information Branch/RS/TR, and another to the requesting office.

The regulation also establishes a procedure for obtaining a waiver of the medical requirement. In the same [REDACTED] "Deputy Directors and

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APPROVALS BY MEDICAL STAFF (cont.)

Operating Officials may request a waiver of medical requirements for Agency personnel or dependents by directing a memorandum through the Director of Personnel to the Chief, Medical Staff stating the type of duty involved, area, hardship conditions, particular qualifications of the individual, and other detailed information relative to the individual's proposed duties that is pertinent to the professional evaluation of the waiver request."

EXPANSION OF CORRESPONDENCE COURSE IN WRITING

The Writing Workshop correspondence course is now offered at the intermediate and advanced levels as well as the basic. Students who have taken the Writing Workshop pretest may register for the correspondence course at the level at which they qualified in the test. Anyone eligible for the program may register for the basic level correspondence courses without taking the pretest. If the work done on the first unit of the course indicates that the student should be enrolled at the intermediate or advanced levels, the instructor will make the necessary adjustments in the level of the work given and in evaluation for credit. Registration for the correspondence courses will follow the standard procedures.

TEMPORARY LANGUAGE LABORATORY NOW IN OPERATION AT
LANGLEY

The Language and Area School/TR has opened a temporary language lab at the Langley Headquarters Building in Room G-F-44. The lab is open at all times (Saturdays and Sundays included). Those persons who have not previously registered in one of the Agency's language labs are required to have a briefing on the use of the equipment in the lab. This can be arranged by calling [REDACTED] or [REDACTED] LAS, extension 3477.

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BRIEFINGS FOR [REDACTED]

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The Office of Training's security and administrative briefing is required of employees scheduled to take a course [REDACTED]

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[REDACTED] For courses, a member of the Admissions and Information Branch/RS/TR informs Training Officers directly of students who have to be briefed and at this time she indicates the time and place. For those who are visiting the [REDACTED] Training Officers -- or the individual himself -- should check with the Operations School on extension 3102 as to the need for a briefing (recency of a visit may exempt a person) and if one is required, he may make the necessary arrangements.

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TESTS SCHEDULED FOR SHORTHAND AND TYPING

Skills Qualification Tests in shorthand and typing will be conducted by the Clerical Training Faculty/TR on 15 January, 5 February and 19 February. The tests are given in Room 508, 1016 16th Street, with typing starting at 1:15 and shorthand at 2:00. To register employees, supervisors or Personnel Officers should call Clerical Training on extension 2100. Results of the tests are forwarded to Personnel Officers by Clerical Training.

RELOCATION OF REGISTRAR STAFF

Members of OTR's Registrar Staff are now located in the 1300 Wing of Eye Building. The room numbers and telephone extensions of the offices are:

Registrar	1306	4005
Deputy Registrar	1302	4005
Admissions and Information		
Branch	1310	4625, 8271, 8272
External Training Branch	1313	8908, 8909

The mailroom is 1304 Eye Building.

INTELLIGENCE RESEARCH (MAPS & PHOTO INTERPRETATION)
COURSE

Agency employees who are engaged in procuring and exploiting photography and maps for intelligence purposes are reminded that OTR's Intelligence School will conduct another Intelligence Research (Maps & Photo Interpretation) Course from 5 March through 30 March 1962. This is a part-time course in which classes meet every day from 9:00 to 12:00 a.m. Training Officers will be informed of the classroom.

In the photo interpretation phase of the course, students learn the techniques of orienting and plotting, stereo-viewing, and the processes leading to identification, measurement and interpretation of photographic images with vertical, oblique, and ground photography. During the map phase of the course, instruction is given in the methods or techniques of determining coordinates, directions, distances, military grids, and terrain profiles and in the identification of vegetation and cultural features. Map scales, contours, symbols, marginal data and use of foreign maps are also explained.

To provide practical experience in intelligence photography and in the techniques of extracting information, from photos, students take an aerial photographic flight in a commercial airliner and are also given a tour of a nearby industrial facility.

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██████████ is the Chief Instructor and he may be reached on extension 4168 if additional information on this course is desired.



External PROGRAMS

In this section there are summaries of non-Agency courses and meetings considered of general interest to employees. Publication in the Bulletin does not constitute Agency sponsorship of these or any other programs but under certain conditions sponsorship may be granted. Applications in such cases are submitted on Form 136, "Request for External Training", to the Chief, External Training Branch/RS/OTR. Employees who take an external course which is not sponsored by the Agency apply in accordance with [REDACTED]

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For supplementary information on selections in this section or if you have information on other programs which may be of interest to our readers, call [REDACTED] maintains a collection of catalogs, brochures, directories, and other publications of leading academic, commercial, and Government institutions.

REGISTRATION DATES - SPRING SEMESTER - LOCAL SCHOOLS
AND UNIVERSITIES

Dates for registering at local schools for the spring semester:

American University	31 Jan - 3 Feb
Catholic University	
Undergraduate	26 Jan - 30 Jan
Graduate	31 Jan - 3 Feb
Department of Agriculture	
Graduate School	27 Jan - 3 Feb
Georgetown University	
Graduate School of Arts and Sciences	
New Students	24 Jan
Other Students	25 Jan - 26 Jan
Schools of Foreign Service, Languages & Linguistics, and Business Administration	
New Students	2 Feb at 6:30 p.m.
Other Students	24 Jan - 26 Jan
George Washington University	
Graduate School of Engineering	30 Jan - 31 Jan
Other Schools	1 Feb - 3 Feb
Howard University	31 Jan - 1 Feb
University of Maryland	5 Feb - 9 Feb
Montgomery Junior College	31 Jan - 1 Feb
School of Advanced International Studies	5 Feb - 6 Feb
Southeastern University	
Trimester II	
New Freshmen	13 Dec - 27 Dec
Upperclassmen	26 Dec - 2 Jan
Trimester III	
New Freshmen	9 Apr - 20 Apr
Upperclassmen	23 Apr - 27 Apr
University of Virginia, N. Va. Center	Beginning Mid-Jan

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Approved For Release 2000/05/05 : CIA-RDP78-03090A000200030001-5

Approved For Release 2000/05/05 : CIA-RDP78-03090A000200030001-5

RAILROAD MANAGEMENT INSTITUTE -- AMERICAN UNIVERSITY

The theme for American University's 16th Annual Railroad Management Institute will be "Railroads of Tomorrow." The Institute will be held from 8 through 18 January 1962 in Room 10, Collier Hall, 1901 "F" Street, N. W. Senior and junior management personnel may enroll, and enrollment will be limited to forty.

This year's institute is essentially a seminar on the railroad crisis. It will:

Summarize recent inventories of conditions found by the rail industry.

Bring together and analyze the most pertinent suggestions for improvement.

Examine what can and should be done by government, labor, shipping public and by the railroads themselves.

Other transportation institutes scheduled for 1962 by American University are:

14th Industrial Transportation and Traffic Management, 5 - 16 March 1962

2nd Motor Transportation Management, 12 - 16 February 1962

15th Ocean Shipping Management,
2 - 6 April 1962 -- One-half session
9 - 13 April 1962 -- One-half session
(Enrollment may be for one of both sessions)

16th Air Transport Management,
5 - 16 November 1962

THE ECONOMICS OF NATIONAL SECURITY - INDUSTRIAL COLLEGE
OF THE ARMED FORCES

The Industrial College of the Armed Forces, Fort Lesley J. McNair, Washington, D. C., has a graduate-level correspondence course in "The Economics of National Security." It is available, free of charge, to civilians who hold executive or professional positions (GS-11 or above) with the Federal Government. A college education or its equivalent is highly desirable. Applicants who do not meet these standards but have compensating education and experience will be considered on their individual merits.

The College, operating under the direction of the Joint Chiefs of Staff, conducts these courses in the economic and industrial aspects of national security under all conditions, and in the context of both national and world affairs.

The course is based on the 10-month resident course conducted by the College for senior military officers and key civilian personnel to enhance their preparation for important command, staff, and policymaking positions in the national and international security structure. It consists of 22 bound volumes organized into five integrated units of study: Background Information, Resources and Facilities, Processes in the Economics of National Security, Foreign Aspects of National Security, and Problems of National Security. The entire course is usually completed in about a year.

Certificates are issued to those who satisfactorily complete the full course. Military Reservists not on extended active duty may earn a total of 48 credit points.

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To obtain application blanks or further information on the program, call [REDACTED] on extension 8271.

AMERICAN SOCIETY OF PUBLIC ADMINISTRATION --
WASHINGTON, D. C. CHAPTER

The Washington, D. C. Chapter of the American Society of Public Administration has announced its program for 1961-62. All activities will develop the theme, "Public Administration in a Decade of Development."

Monthly Luncheon Meetings. ASPA holds its regular monthly luncheon meeting on the third Wednesday of each month (except December) from 12:30 to 2:00 p. m. at the Presidential Arms, 1320 "G" Street, N. W. Mr. James Webb, Director of NASA, was the speaker at the September meeting. Subsequent luncheons will feature other distinguished speakers on subjects of major professional interest such as Foreign Policy, Administrative Problems of Major Operating Agencies, A Congressional View of the Administration, the Urban Crisis, Training Public Administrators in a Decade of Development, and the Transition in Retrospect. Members and non-members are invited to attend these meetings.

Round Tables and Study Groups. A number of round tables and study groups have been formed to serve the diverse professional interests of Administrators in the Greater Washington Area. The round tables generate an exchange of knowledge, attitudes, and experience. The study groups provide a medium for bringing together small groups of knowledgeable persons to attack a problem mutual interest. Some of the groups are:

Financial Management
International Management
Program Planning and Evaluation
Research and Development Management
Human Resources
Executive Development
Problems of the Junior Career Service

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[REDACTED] R/TR, is the Agency's membership representative for ASPA. If anyone wishes to affiliate with the organization, he may call [REDACTED]. To make reservations for the monthly luncheon meetings, call [REDACTED] on extension 8271 by noon on the preceding Monday.

LATIN AMERICAN STUDIES PROGRAM

A new program for Latin American Studies is being conducted by the Office of Education under the National Defense Education Act. The program will include language and area centers for the improvement of instruction in Spanish, Portuguese, and related studies; graduate and postdoctoral fellowships for students undertaking advanced training in a Latin American language; special institutes to be conducted in Latin American countries by U. S. institutions for elementary and secondary school teachers of Spanish and Portuguese; and a series of studies and research projects on Latin American languages.

The program will be under the general direction of Dr. Kenneth W. Mildener, Chief of the Language Development Program of the Office of Education; but Dr. Fred P. Ellison, who is on leave as associate professor of Romance languages at the University of Texas, will have immediate responsibility for the program. The assistant head is Mrs. Andrea Sendon McHenry, who is on leave as supervisor of foreign languages in the Houston Independent School District.

CONFERENCES FOR CORPORATION EXECUTIVES -- SAIS

Dates of two Conferences for Corporation Executives, sponsored by Johns Hopkins University's School of Advanced International Studies, have been changed. The conference on "Recent Developments in Latin America" will be held on 24 - 25 January 1962 and the one on the "Business Outlook in South and Southeast Asia", will be on 16 - 17 May 1962.

Note: (The 1961-62 schedule of Conferences for Corporation Executives was announced in the August Bulletin.)

Applications to attend these conferences must be in the office of C/External Training Branch/RS/TR at least two weeks before the date of each conference.

PROFESSIONAL MEETINGS AND CONFERENCES

Institute of Radio Engineers, International Convention and Show,
26-29 March 1962, Waldorf-Astoria Hotel and the New York
Coliseum, New York City.

International Association of Personnel Women, Cleveland, Ohio,
3-5 May 1962. (Agnes Milhoan, 648 State Capitol Annex,
Denver, Colorado.)

American Society of Training Directors, Annual Conference,
Dallas, Texas, May 1962. (G. Bliss, 2020 University Ave.,
Madison 5, Wis.)

American Congress on Surveying and Mapping, Washington, D. C.
12-14 March 1962. (W. S. Dix, 430 Woodward Bldg.,
Washington 5, D. C.)

International Radio Consultative Committee, Study Group IV
(Space Systems), Washington, D. C., 12-23 March 1962.
(Palais Wilson, Geneva, Switzerland)

World Meteorological Organization, Commission for Synoptic
Meteorology, Washington, D. C., 26 March - 20 April 1962.
(41, av. Giuseppe Motta, Geneva, Switzerland)

International Mineralogical Association, General Meeting,
Washington, D. C., 17-20 April 1962. (Dr. D. Jerome
Fisher, Pres. of the Assn., Dept. of Geology, University
of Chicago, Chicago 37, Ill.)

Society of Photographic Scientists and Engineers, Annual Con-
ference, Boston, 7-11 May 1962. (Edward S. Cobb, Exec.
Secy., Box 1609, Main Post Office, Washington, D. C.)

International Science Writers Seminar, Seattle, 9-12 May 1962.
(International Press Institute, Munstergasse 9, Zurich 1,
Switzerland)

International Scientific Radio Union, U. S. A. National Committee,
Institute of Radio Engineers, Spring Meeting, Washington, D. C.
May 1962. (Dr. Millett G. Morgan, Sec. of U. S. A. Nat.
Committee, Dartmouth College, Hanover, N. H.)

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MEETINGS AND CONFERENCES (cont.)

Aerospace Medical Association, Annual Meeting, Atlantic City, N. J., 9-12 April 1962. (Dr. W. J. Kennard, Wash. Nat. Airport, Washington)

Symposium on use of Artificial Satellites for Geodetic Purposes, Washington, D. C., May 1962. (Int. Assn. of Geodesy, 18, rue Auber, Paris 9e, France)

Nuclear Congress, New York City, 4-7 June 1962. (Engineers Joint Council, 29 W. 39th St., New York 18, N. Y.)

International Congress on Spectroscopy, College Park, Maryland, 18-22 June 1962. (Bourdon F. Scribner, Nat. Bureau of Standards, Washington 25, D. C.)

International Union for Health Education of the Public, Conference, Philadelphia, 30 June - 7 July 1962. (Lucien Viborel, Secy. General of the Union, 3, rue Violler, Geneva, Switzerland)

International Congress of Medical Laboratory Technologists, Washington, D. C., June 1962. (Miss Elizabeth Pletscher, Universitats-Frauenklinik, Zurich 6, Switzerland)

PROGRAM FOR MANAGEMENT DEVELOPMENT -- HARVARD

The second of Harvard's two 1962 programs for Management Development will be held from 27 August - 14 December 1962. Nominations should be sent through Deputy Directors to the Registrar/OTR no later than Monday, 2 April 1962.

The program consists of:

General Management -- the study of production and marketing from an inter-functional point of view.

Human Behavior in Organizations -- an understanding of behavioral science concepts and the practice of human relations skills.

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PROGRAM FOR MANAGEMENT DEVELOPMENT -- HARVARD (cont.)

Finance -- planning and controlling the use of funds to achieve an organization's objectives.

Quantitative Analysis -- the intelligent and effective use of figures in business.

Issues in Business -- review of some of the major external problems facing businessmen today.

RECORDS MANAGEMENT COURSES -- NATIONAL ARCHIVES AND RECORDS SERVICE

The Office of Records Management, National Archives and Records Service, has announced its seminar and workshop schedule for January through April 1962. The scheduled programs are:

Forms Analysis	5-16 March 9-20 April
Source Data Automation	5-9 February 19-23 March 23-27 April
Records Management Seminar	8-17 January 12-21 February 12-21 March 16-25 April

A description of these courses was included in the October 1961 issue of the Bulletin (page 21) and the Interagency Training Programs, Fall 1961, issued by the U. S. Civil Service Commission.

AMERICAN MANAGEMENT ASSOCIATION PUBLICATIONS

These AMA publications have been received by the Registrar's Office and are available on loan in room 1310 Eye Building (extension 8271).

Advances in EDP and Information Systems includes articles on:

Data Communications
Information Retrieval and Data Acquisition
Video Display of Data with Electronic Computers
Total Systems: A Definition and a Case History
Information Systems for Marketing Management
Management Information Systems in Focus

The Personnel Job in the 1960's includes articles on:

Employee Attitudes and Productivity: Industry's Role in Meeting National Goals
Personnel Procedures in a Space-Age Enterprise
Implications of Our Changing Workforce for Wage and Salary Administration: White Collar and Blue
Compensating Technical and Professional Personnel: The Problems and Some Possible Solutions
The Organization, the Man, and His Compensation
Self-analysis: Bench Mark for Development
Plans and Progress in Personnel Research: Executive Performance and Decision Making
Management and Man: The Challenge of Changing Times

SECONDARY SCHOOL ADMISSIONS TESTS TO BE GIVEN

According to an announcement in the September 1961 issue of Lovejoy's Guidance Digest, Secondary School Admissions Tests (S. A. A. T.) will be administered on 10 February 1962 and 7 April 1962. They will be given at more than 300 centers in this country and abroad, including:

D. C. -- Holton-Arms School, National Cathedral School
for Girls
Maryland -- Bullis Preparatory School, Charlotte Hall, Georgetown Preparatory School, Longfellow School for Boys, McDonogh, Oldfields, St. James.
Virginia -- Episcopal High School, Fairfax Hall, Hill School, Rock Hill Academy, St. Margaret's, Stuart Hall, Virginia Episcopal, Woodberry Forest.

Names of centers in other states may be obtained by calling extension 8271.

These tests are prerequisites for admission to certain secondary schools and are designed to select students for grades seven through twelve. The content covers general school ability and reading. No copies of previous tests are available for inspection. Results of tests are usually available one month following the testing date. The fee for these tests is \$6.50 which covers reports to as many as six schools.

MILITARY RESERVIST ACTIVITIES

Since active duty training opportunities for Fiscal Year 1962 were announced in the August Bulletin, and there are no significant changes in the schedules at this time, we are not including the regular Military Reservist Activities Section in this issue. The Mobilization and Reserve Branch/MMPD should be contacted for additional information on programs for reservists. The extension is 8128.



Registrar's REMINDERS

Dates of OTR courses for the first four months of 1962 are listed. Applications are sent to the Registrar through Training Officers who will notify the applicant of acceptance in a course. Close of registration is the Wednesday before the class begins.

COURSES

DATES OF COURSES

25X1A

Administrative Procedures
(Full-time 120 hrs)
136, [REDACTED]
(Indicate Phase)

2 Jan - 19 Jan
12 Mar - 30 Mar

Anti-Communist Operations
(Part-time 80 hrs)
0830 - 1230
2103 Alcott

2 Apr - 27 Apr

25X1A

Budget and Finance Procedures
(Full-time 80 hrs)
132, [REDACTED]

8 Jan - 19 Jan
26 Feb - 9 Mar

CIA Review
(Part-time 2 hrs)
(Form 73 is not required. Register with TO)

9 Jan, 13 Feb, 13 Mar

Clerical Refresher Program
(Part-time 20 to 30 hrs)
508, 1016 16th Street

8 Jan - 2 Feb
12 Feb - 9 Mar
19 Mar - 13 Apr

Pre-test for Shorthand on the Thursday before beginning date of course. Hours for test: 0930 - 1100

COURSES

DATES
OF COURSES

Communist Party Organization & Operations
(Part-time 80 hrs)
0830 - 1230
2103 Alcott

5 Mar - 30 Mar

Conference Techniques
(Part-time 24 hrs)
Mon, Wed
0930 - 1130
2027 R&S

29 Jan - 7 Mar (For OTR)
23 Apr - 4 Jun

Dependents Briefing
(Part-time 6 hrs)
117 Central

9 Jan - 10 Jan
6 Feb - 7 Feb
6 Mar - 7 Mar
3 Apr - 4 Apr

Effective Speaking
(Part-time 24 hrs)
Mon, Wed
0930 - 1130
2027 R&S

12 Mar - 18 Apr

25X1A Intelligence Orientation
(Full-time 120 hrs) (indicate Phase)
153, [REDACTED]

15 Jan - 2 Feb
19 Mar - 6 Apr

Intelligence Research - Maps & Photo -
Interpretation
(Part-time 50 hrs)
M-W-F 0900 - 1200
2027 R&S

5 Mar - 6 Apr

Intelligence Review
Full-time 80 hrs)

9 Apr - 20 Apr

25X1A Management
(Part-time 40 hrs)
0830 - 1230
155, [REDACTED]
GS-11 - 13

5 Feb - 16 Feb
2 Apr - 13 Apr
8 Jan - 19 Jan

GS-14 and above

	<u>COURSES</u>	<u>DATES OF COURSES</u>
25X1A	Operations Support (Full-time 200 hrs) 136, [REDACTED]	22 Jan - 23 Feb 2 Apr - 4 May
25X1A	Supervision (Part-time 40 hrs) 0830 - 1230 155, [REDACTED] GS 5-9	22 Jan - 2 Feb
	GS 11 - 12	19 Mar - 30 Mar 23 Apr - 4 May
	Writing Workshop (Part-time 28 hrs) 0900-1230 T-Th Basic Intermediate Pretest for Interm and Adv Writing Workshops will be given: 22 Jan (1330 hrs, 1331 R&S)	6 Feb - 1 Mar 13 Mar - 5 Apr
	USSR - Basic Country Survey (Full-time 80 hrs) 2241 R&S	23 Apr - 4 May

LANGUAGE COURSES

For dates of language courses, please refer to OTR's Schedule of Courses for 1962.

OPERATIONS COURSES

<u>CODE</u>	<u>DATES OF COURSES</u>
<u>402</u> (Full-time) 240 hrs	12 Mar - 20 Apr
407 (Part-time) 60 hrs	22 Jan - 9 Feb 26 Mar - 13 Apr
409 (Full-time) 80 hrs	5 Feb - 16 Feb
<u>416</u> (Full-time) 160 hrs	14 May - 1 Jun
417 (Full-time) 120 hrs	8 Jan - 26 Jan 22 Feb - 16 Mar
418 (Part-time) 4 1/2 hrs (Afternoon)	Scheduled on Request
420 (Full & Part-time) 80 hrs	26 Feb - 16 Mar 16 Apr - 4 May
<u>425</u> (Full-time) 160 hrs	8 Jan - 2 Feb 9 Apr - 4 May
427 (Part-time) 40 hrs (Afternoon)	5 Feb - 16 Feb 30 Apr - 11 May
428 (Full-time) 80 hrs	29 Jan - 9 Feb 26 Mar - 6 Apr
429 (Part-time) 60 hrs	19 Feb - 9 Mar
436 (Full-time) 160 hrs	9 Apr - 4 May
442 (Full-time) 80 hrs	26 Feb - 9 Mar

25X1A

The underlined codes designate courses which are [REDACTED]
[REDACTED] closes two weeks
before the starting date; for others it is one week (with exception
of 436, which requires four weeks).

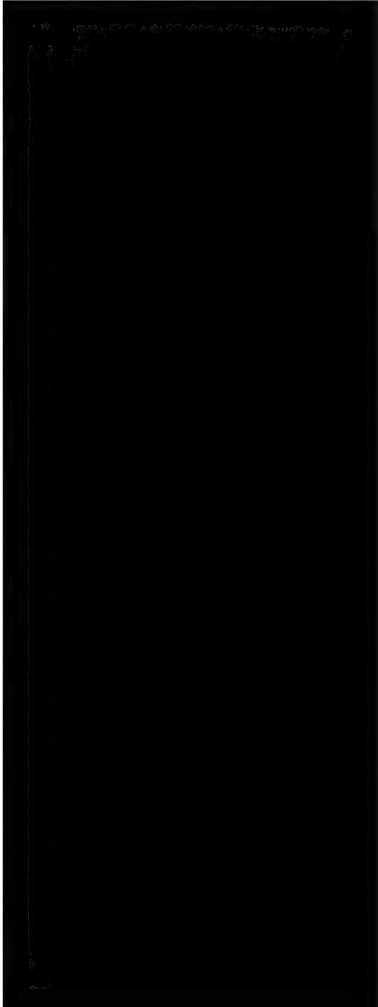

25X1A

DIRECTORIES

OFFICE OF TRAINING

Director of Training	Matthew Baird	3521	11 25X1A
Deputy Director of Training		3521	11
Plans and Policy Staff		3531	17
Support Staff	25X1A	3732	17
Assessment and Evaluation Staff		8307	1331A R&S
Junior Officer Training Program		3514	2219 Alcott
Intelligence School Orientation & Briefing Officer		3832	2013 R&S
		3601	117 Central
International Communism		2428	2109 Alcott
Operations School		3102	201C 25X1A
Language and Area School		3065	2206 Arl. T.
Area Training		3477	2210 Arl. T.
Language Training		2873	2206 Arl. T.
Special Prog. - Tutorial		2873	2206 Arl. T.
Vol Language Trg.		2470	2206 Arl. T.
Registrar Staff		4005	1306 Eye
Deputy Registrar		4005	1302 Eye
Admissions & Information		4625	1308 Eye
Editor, OTR Bulletin		8271	1314 Eye
External Training		8908	1313 Eye

DD/S TRAINING OFFICERS

Special Assts. for DD/S		6833	2-E-30 Hqs. Bldg.	
		6535	2-E-32 Hqs. Bldg.	
Audit		5731	5-E-28 Hqs. Bldg.	
Automatic Data Processing		2125		25X1A
Communications		8137	1503 Eye	
Comptroller		5139	6-E-69 Hqs. Bldg.	
General Counsel		4888	226 East	
Logistics		2596	1C53 Qtrs. Eye	
Medical		3348	2714 Eye	
Personnel		6772	5-E-56 Hqs. Bldg.	
Security		7661	4-E-71 Hqs. Bldg.	
Training		4005	1304 Eye	

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Assistants for DD/I (Admin)		5277	7-E-32 Hqs. Bldg.
O/DDI	25X1A	5151	7-E-32 Hqs. Bldg.
OCR		5401	2-E-61 Hqs. Bldg.
ORR		5081	4-F-29 Hqs. Bldg.
		5131	4-F-29 Hqs. Bldg.
ONE		5628	7-E-47 Hqs. Bldg.
OCI		7573	7-F-21 Hqs. Bldg.
OSI		5347	6-G-22 Hqs. Bldg.
OBI		5041	2-F-28 Hqs. Bldg.
25X1A	OO	3033	402 1717 H St.
STATSPEC		2747	506 1717 H St.
25X1A		2926	414 1717 H St.
		2638	306 1717 H St.
NPIC		3351	605 Steuart

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